

1 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Proposed Structure of an Organization to
Implement a New ESE Building at Headquarters
Site

Harold:

I am forwarding to you a copy of Deputy Chief, Real Estate and Construction Division's memorandum for the record in which he discusses the organization he feels it will be necessary for us to have in order to properly plan for the construction of a new building. You will note that in paragraph 20 he states, "...it is recommended that initial staffing for the first phases of planning include one secretary and six project officers in support of a chief who is already in place. The six project officers would consist of two architects, one electrical engineer, one mechanical engineer, and two staff generalist officers. As planning continues...two draftsmen and perhaps one additional secretary...." And in paragraph 24 he states, "The timing for the creation of this planning staff is as soon as possible...."

This staffing presumes that we go "full bore" right from the "go" signal. Obviously, it can be reduced if timing for getting a new building is to be sometime longer than our projected "7 to 10 years from now."

How we provide the staffing is the next problem that I have got to bring to your attention. Quite apart from the fact that Logistics has made no provision for a staff of this type in the 1974 or 1975 budgets, the fact also remains that we cannot possibly absorb this tasking within the limits of our current assets. For one thing,

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SUBJECT: Proposed Structure of an Organization to Implement a
New HSE Building at Headquarters Site

addition to being "up to our ears" in a multitude of facility-support projects and problems as well as significant TDY assistance to area division programs, the Real Estate and Construction Division is currently six under strength (two EE's, two ME's, one civil, and one architect). In the pipeline right now are two industrial engineers who would relate to our mechanical requirements, one EE, and one civil; but, the earliest EOD date for any of these four is approximately mid- to late June. So:

a. We have got to increase our recruitment efforts to bring us up to the strength we need to do our day-to-day job; and

b. We need to know from you what provision can be made to meet this new requirement, i.e., authorization to exceed ceiling, or additional ceiling for planning staff positions, so that we can begin, on an immediate basis, to expand our recruitment efforts for the additional bodies that will be needed.

One bright note, perhaps, is that, quite probably, the generalists that we speak of could come right out of the MG Career Service, because here we would be looking for the young officer, like the [] type, who could assist the engineers and architects in the collection of data and in much of the interface that would be required with the staff and operating components in clarifying questions or problems.

All the above adds up to--How do we meet the ceiling problem and how soon do you want us to proceed?

151 Frank

Francis J. Van Damm
Director of Logistics

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